

DRAFT

CITY OF NEWPORT BEACH

**Board of Library Trustees
Meeting Minutes
March 21, 2016 – 5:00 p.m.**

I. **CALL MEETING TO ORDER** – Chair King called the meeting to order at 5:00 p.m.

II. **ROLL CALL** – Roll call by Administrative Support Specialist Elaine McMillion

Trustees Present: Chair Jerry King; Vice Chair John Prichard; Secretary Jill Johnson-Tucker; Board Member Robyn Grant

Trustee Absent: Board Member Janet Ray (Excused)

Staff Present: Library Services Director Tim Hetherton; Library Services Manager Dave Curtis; Administrative Support Specialist Elaine McMillion; Support Services Coordinator Melissa Kelly; Branch and Youth Services Coordinator Debbie Walker; Adult Services Coordinator Natalie Basmacyan; Balboa Branch Librarian Evelyn Rogers; Librarian II Melissa Hartson

III. **NOTICE TO THE PUBLIC** – Chair King

IV. **PUBLIC COMMENTS**

Chair King opened the public comments portion of the meeting.

Jim Mosher referenced the Director's report and mentioned a City staff-prepared survey and suggested that the Board participate in same. He referenced the expense report and expenditures through March 1, 2016, and suggested they may be expenditures through an earlier period. Additionally, he commented on an item scheduled for the upcoming City Council meeting relative to increasing charges for sewer use. He reported that the City has been exempting the Library from that fee and stated it is possible that Council will change that direction.

Chair King closed public comments.

V. **CONSENT CALENDAR**

A. **Minutes of the February 16, 2016, Board of Library Trustees Meeting**

B. **Consent Calendar Items**

1. **Customer Comments**

Monthly review of evaluations of library services through suggestions and requests received from customers.

2. Library Activities

Monthly update of library events, services and statistics.

3. Expenditure Status Report

Monthly expenditure status of the library's operating expenses; services, salaries and benefits by department.

4. Board of Library Trustees Monitoring List

List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

Discussion followed regarding the Monitoring List and the election of Board Trustee Officers being held in September last year. It was suggested to move it to July 18, 2016.

Motion made by Board Member Grant and seconded by Secretary Johnson-Tucker and carried (3-0-1-1) to approve the minutes of February 16, 2016, as presented, and carried (4-0-0-1) to approve the Consent Calendar items.

AYES: Grant; Johnson-Tucker; King
NOES: None
ABSTENTION: Prichard (Minutes only)
ABSENT: Ray

VI. CURRENT BUSINESS

A. Items for Review

5. Balboa Branch Library Report

Branch Librarian Evelyn Rogers will present the annual update on Balboa Branch activities.

Balboa Branch Librarian Evelyn Rogers provided details of the Balboa Branch addressing operating hours, staffing, unique features and collections and goals in terms of facility maintenance.

In response to Chair King's inquiry regarding duplication of nautical maps, Branch Librarian Rogers reported speaking with a member of the public prior to this meeting regarding the possibility of moving the nautical collection to the Central Library. She reported that only back issues of periodicals were moved to the Central Library.

Branch Librarian Rogers addressed circulation and reference services and reference questions. She commented on plans to move collections and moving all non-fiction into the same room. Additionally, she reported on checkouts, program attendance including children's and special programs, summer reading, a comic book program for older children and collection maintenance.

Chair King reported there was great press coverage in the local newspaper on Library programs.

Branch and Youth Services Coordinator Debbie Walker reported that a needs assessment group has been formed for the Balboa Branch and that the first task is to produce a survey similar to the one created for the Corona del Mar Branch. The survey will run from the summer through Thanksgiving and will be available via hardcopy and online. It will also include an informal log of questions asked.

Discussion followed regarding developing the survey questions and making the survey short and simple. Members of the Board indicated interest in learning what the Balboa Branch lacks and the effect on use when the library is “freshened up”. Ensuing discussion pertained to looking at demographics and projections, the need for a community room, and the average number of daily users.

6. Media Lab Update

Adult Services Coordinator Natalie Basmaciyen will report on Media and Sound Lab usage, resources, and management.

Adult Services Coordinator Natalie Basmaciyen presented a report addressing hosting open-house events for increased use of the Media and Sound Lab, the addition of a second VHS conversion station in response to direct customer feedback, classes held in the Lab, programming for evening classes and Lynda.com based classes and introduction of the Tech Toys collection. She reported that newly promoted Librarian Alex Jenkins, will host a class the end of May, at the Central Library on designing and creating your own comic book. She added that the Media Lab has been opened to City and staff for training and noted wanting to attract both internal and external customers.

In response to Board Member Prichard’s question, Adult Services Coordinator Basmaciyen addressed use of the Media Lab as well as trends. She added that the Sound Lab is booked every day and commented on the possibility of shortening reservations from four hours to two hours to accommodate more people.

Discussion followed regarding signage, brochures and branding, well-attended open houses, volunteers, connections with open house attendees, and tracking usage of the Media and Sound Lab.

7. Library Material Selection and Downloadable Services

Librarian II Melissa Hartson will provide the annual update on Collection Development activities.

Librarian II Melissa Hartson provided an update on Collection Development activities including responsibilities, Collection Development policies, selection based on value and need, collections unique to each library location, public requests, resources, professional journals, meeting community needs, maintaining balance within the collection, inter-library loans, evaluation of donated materials and staff collaboration. Librarian II Hartson addressed the Library’s holds ratio, selection of digital and downloadable materials which includes eBooks and downloadable audio books, and working within the budget. She reported on vendors and purchasing, and de-selection of materials, which involves evaluating and determining what to remove from the collection and book disposal/recycling services.

Secretary Johnson-Tucker commended staff for the quality of the report and asked regarding the circulation process and transfers from other branches.

Brief discussion followed regarding big books for little readers.

Chair King opened public comments.

Jim Mosher commented on Library policies being available on the Library's website but noted that it is not indicated whether the policy was reviewed and approved by the Board and that other policies are not listed. He suggested the Board review the matter from time to time. He addressed the de-selection policy and opined that staff cannot know how reference materials are used or not used. He commented on the benefits of reviewing policies of other libraries, the California Digital Library, interlibrary loans and the possibility of working with other library systems.

Chair King closed public comments.

8. Corona del Mar Branch Project Update

Library Services Director Tim Hetherton will provide an update of recent activities pertaining to the planning of the new Branch facility in Corona del Mar.

Library Services Director Tim Hetherton reported that the branch will be closed in August and that construction of the new building should start in September. Staff will establish a committee to facilitate movement of the collections. Additionally, he reported that the Friends of the Library will hold a sale at the branch and hoped that the funds will help purchase a branch-opening collection. He reported that people have donated money to the Foundation with direction that the money be used for this branch.

In response to an inquiry from the Board, Library Services Director Hetherton noted that Friends of the Corona del Mar Library have contributed funds to the Library Foundation.

Library Services Director Hetherton continued with a status update of the Corona del Mar Library and next steps. He reported that during the closure, children's programs will be held at the City's Community Youth Center and Grant Howald Park, and that the concierge service at OASIS will be maintained.

Discussion followed regarding 501(c)(3) status for donations, the proposed layout and installing more outlets and private carrels.

Library Services Director Hetherton reported that the reopening should occur in late spring or early summer of 2017.

9. Donations to the Library

Staff recommends that the Board of Library Trustees accept a check in the amount of \$15,480 from the NBPL Foundation for restricted disbursement, and another check in the amount of \$200 for the Mariners Branch Library's collection.

Library Services Director Hetherton recommended accepting the donation of \$15,480 from the Newport Beach Public Library Foundation.

Board Member Grant commented on the part of the donation restricted for religious or spiritual purposes.

Secretary Johnson-Tucker commented on enhancing the current collection.

Librarian II Melissa Hartson stated that the funds, relative to religious and spiritual purposes will be used for a broad purpose versus purchasing specific titles.

Motion made by Board Member Grant and seconded by Vice Chair Prichard and carried (4-0-0-1) to accept a check in the amount of \$15,480 from the NBPL Foundation for restricted disbursement, and another check in the amount of \$200 for the Mariners Branch Library's collection.

AYES:	Grant; Johnson-Tucker; King, Prichard
NOES:	None
ABSTENTION:	None
ABSENT:	Ray

B. Monthly Reports

10. Library Services

Report of Library issues regarding services, customers and staff.

Library Services Director Hetherington announced the second part of a retreat that was conducted last fall, to be held in May. He addressed established goals and noted that staff has been implementing them. Additionally, he reported wanting to conduct a broad customer service survey and stated he will present it to the Board in May and in concert with the retreat. He encouraged Trustees to attend the April 12, 2016, City Council meeting when Council will present a proclamation for National Library Week. He noted that he will send an email reminder to the Board.

11. Friends of the Library Liaison Report

Trustee update of the most recently attended Friends of the Library Board meeting.

Chair King noted no report at this time.

12. Library Foundation Liaison Report

Trustee update of the most recently attended Library Foundation Board meeting.

Secretary Jill Johnson-Tucker reported she sent out a request for someone to attend the meeting as her replacement.

Library Services Director Hetherington reported that he attended and noted that a new Programming Director, Susan Groux, was hired. He added that she has experience in grant-writing and will free up Tracy Keys so that she may focus more on fundraising.

Discussion followed regarding expanding programming and whether an additional staff member will be required.

13. Witte Lectures Committee Liaison Report

Trustee update of the most recently attended Witte Lectures Committee's monthly meeting.

Vice Chair Prichard reported the committee continues to do good work and that Sherman Alexi was the speaker in March. He added that David Ignatious will be the speaker in April and has sold out. He reported that the committee will focus on speakers for the 2017 Lecture Series and the topics to be addressed.

Discussion followed regarding the possibility of changing the venue.

VII. BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)] - None

VIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher commented on the Library Foundation's fundraising, election of officers to occur in July, according to the By-laws, the importance of tomorrow's City Council meeting as well as the April 12th meeting, and review of the infrastructure element of the General Plan.

Chair King commented on City Council meetings, allocation of staff to the various committees and cutting expenses.

Support Services Coordinator Melissa Kelly announced the Gift of Literacy Luncheon in June and reported that tickets are now on sale.

IX. ADJOURNMENT – 6:26 p.m.

Submitted by: _____
Approval of Minutes